



Commission on Aging
Meeting Agenda
Meeting of January 28, 2014
4:30 P.M. Waconia City Hall
Oak Conference Room

MISSION STATEMENT

To bring forth awareness of the needs of Waconia aging population to our City Council, and work with local businesses, organizations and medical community to make changes for the benefit of all.

Board Members (Term Expires)

Member:	Barb Delin, Chair	December 31, 2015
Member:	Jennifer Hissam, Vice Chair	December 31, 2016
Member:	Marta Beckett	December 31, 2015
Member:	Tiffany Nelson	December 31, 2015
Member:	Open	
Member:	Open	
Member:	Open	
Alternate:	Open	
Council Liaison:	Lynn Ayers	

4:30 PM	Call Meeting to Order
4:31 PM	Approval of Agenda & 10-22-13 Minutes
4:32 PM	Visitors Presentations, Petitions, Correspondence
4:33 PM	Nominate and Elect Chair and Vice Chair Positions
4:40 PM	Review City Ordinance Part 2 Section 240 Commission on Aging
5:00 PM	Establish 2014 Meeting Schedule
5:10 PM	Update Strategic Goals and Consider Next Steps
5:35 PM	Commission Member Updates
5:40 PM	Staff Updates
5:45PM	Adjourn

Enclosures included for your information:

1. 10-22-13 Meeting Minutes
2. Proposed 2014 Calendar

**City of Waconia
Minutes of Scheduled Meeting
Commission on Aging
Tuesday, October 22, 2013**

I. CALL MEETING TO ORDER

The meeting of the Commission on Aging was called to order at 4:35 PM by Chair Barb Delin.

MEMBERS PRESENT: Barb Delin, Jennifer Hissam, Steve Nielsen

MEMBERS ABSENT: Marta Beckett, Tiffany Nelson

COUNCIL LIAISON: Lynn Ayers - Present

STAFF PRESENT: Craig Sinclair, Jan Mullen

VISITORS: Lenny Klevan Schmitz, Carver County Public Health

II. APPROVE AGENDA AND MINUTES

Motion by Steve Nielsen, second by Barb Delin to approve the Agenda and the Minutes of the June 25, 2013 meeting as written. All present voted AYE. MOTION CARRIED.

III. VISITOR'S PRESENTATIONS, PETITIONS, CORRESPONDENCE

IV. ACT ON ALZHEIMER'S

Parks and Recreation Director Craig Sinclair attended a quarterly meeting of the Metropolitan Area Agency on Aging on July 23, 2013 where a presentation was made introducing the group to the Act on Alzheimer's program.

The Commission will review the ACT on Alzheimer's website www.ACTonALZ.org to become familiar with ACT on Alzheimer's and its goals. One of its goals is to assist communities in becoming a Dementia Capable Community. The Commission will review what this means and discuss its possible involvement in becoming a dementia capable community, or just begin by utilizing available toolkit ideas and resources from the website for the benefit of Waconia and surrounding area residents.

We reviewed the Act on Alzheimer's website www.actonalz.org to learn about what a Dementia Capable Community is. There are many resources available on this site that we may wish to incorporate into the City's Senior webpage, share with other organizations within the community, or develop as programs within the City.

Craig asked that members look over the site before the next meeting and bring ideas that you would like to see us use. The majority of what we would use would be within the Equip Communities goal area, but feel free to look at other areas also. Also, see if there are certain links we should incorporate onto our senior services website and if ideas from other organizations can be used here.

This might be something great for this commission to take on. There are a lot of good ideas that we can use to tie into churches, parks and recreation, community education, and the library. Craig would like Shane to do a link to the signs of Alzheimer's to our city website where the senior items are listed.

V. COMMISSION MEMBER UPDATES

Nothing new to report.

VI. STAFF UPDATES

Lenny Klevan Schmitz

- The Carver County Sheriff's Office, TRIAD and the Office of Aging is sponsoring medicine take back day on Saturday from 10:00 AM -2:00 PM in Watertown City Hall, Young America City Hall, and Victoria Rec Center. To date the Sheriff's Office has collected 1,350 pounds of medicines.
- Chanhassen and Chaska have permanent sites to drop off medicine. Lenny stated they would like to get a permanent site in Waconia. This is a great program which helps with prescription drug abuse and water quality. The box in Chanhassen is emptied every other week.
- There will be a Universal Design Workshop on October 29 in Chanhassen. We will be talking about accessory dwellings and what ordinances are in place or need to be put in place when people want to add modular accessory dwellings to their home to take care of family. The Commission could ask for a work session on this. Victoria is hosting a joint meeting with their Planning Commission and inviting the City Council to attend to discuss this to increase awareness of this.

Lenny stated they are now seeing more of a Golden Girls/Golden Guys model where multiple people who aren't married, who aren't partners, who aren't affiliated decide that they want to share a living unit or house. Does this constitute a rental situation? What do the codes in your community require?

- The Office of Aging is looking to hold an elder abuse and financial exploitation workshop for Community Partners sometime this fall or winter. They will discuss how businesses deal with people exploiting the elderly or those with dementia or Alzheimer's. How do businesses deal with this? How is this handled and how do you protect that person?
- TRIAD is looking at frauds and scams as a topic at future senior expos. They want to keep people educated on the scams.

Jenny Hissam

There were 192 participants at the Senior Expo. The first two hours people could visit the 32 vendors and have coffee; Guest Speaker Ron Schara (and Raven) was next. Lenny and Dave Williams spoke at lunch and talked about TRIAD and what some of the Commissions are working on. Jenny felt that people were really engaged and asked a lot of questions. The event was over at 1:00 PM.

The next meeting of the Commission on Aging is scheduled for Tuesday, November 26 at 4:30 PM in the Maple Conference Room. There being no further business, motion by Steve Nielsen, second by Jenny Hissam to adjourn the meeting at 5:45 PM.

Respectfully submitted,

Jan Mullen
Parks and Recreation Office Assistant

Commission on Aging Agenda Item
Meeting of January 28, 2014

Subject:	Nominate and Elect Chair and Vice-Chair Positions
Brief Description:	Commission on Aging members will nominate and elect individuals for the Chair and Vice Chair positions.
Background:	<p>City Ordinance Part 2, Chapter 240 Section 240.04 Organization.</p> <p>A. Election of Officers. The first meeting of each year, the Commission shall hold an organizational meeting. At this meeting, the Commission shall elect from its membership a chairperson and vice-chairperson. This shall be done by voice vote. Vice-Chairperson shall be elected from the remaining members by the same proceeding. If the Chairperson retires from the Commission before the next regular organizational meeting, the Vice-Chairperson shall be Chairperson. If both Chairperson and Vice-Chairperson retire, new officers shall be elected at the next regular meeting. If both Chairperson and Vice-Chairperson are absent from a meeting, the Commission shall elect a temporary Chairperson by voice vote.</p> <p>These positions were held by Barb Delin and Jennifer Hissam in 2013.</p>
Discussion Points:	<ul style="list-style-type: none"> • Which members are interested in filling the positions?
Recommended Commission on Aging Action:	<ul style="list-style-type: none"> • Nominate and elect Chair and Vice Chair for 2014.
Attachments:	<ul style="list-style-type: none"> • None

Commission on Aging Agenda Item
Meeting of January 28, 2014

Subject:	Review City Ordinance Part 2 Section 240 Commission on Aging
Brief Description:	The Commission will review the ordinance pertaining to the Commission on Aging. This will assist in focusing the Commission on its roles and responsibilities.
Background:	There have been recent questions from those on the Commission as to the Commissions role.
Discussion Points:	<ul style="list-style-type: none"> •
Recommended Commission on Aging Action:	<ul style="list-style-type: none"> • Become aware of and adhere to areas of the ordinance where Commission is currently not following.
Attachments:	<ul style="list-style-type: none"> • City Ordinance Part 2 Section 240 Commission on Aging

CHAPTER 240

COMMISSION ON AGING

Section

240.01	Establishment of Commission
240.02	Duties and Responsibilities
240.03	Composition, Terms and Vacancies
240.04	Organization
240.05	Meetings
240.06	Miscellaneous

240.01 Establishment of Commission.

A Commission on Aging for the City of Waconia is hereby established by the City Council pursuant to the provision of Subdivision 1, Section 462.354, Minnesota State Statutes annotated.

240.02 Duties and Responsibilities.

- A. The Commission on Aging shall serve as an advisory body to the City Council in addressing the special needs of the people aging in Waconia. All final decisions are to be made by the City Council.
- B. The Commission on Aging will consider and make recommendations to the City Council in the areas of transportation, information and assistance, independent living in the home, social and recreational programs, senior centers and senior housing, but will not be limited to these issues.
- C. The Commission on Aging will make recommendations to the City Council regarding funding for special services to be provided for the citizens aging in Waconia.
- D. The Commission on Aging may propose needs studies of this age group where necessary and make recommendations to the City Council according to the results.
- E. The Commission on Aging will coordinate services with other governments and private agencies for this age group.
- F. The Commission on Aging shall conduct public meetings on issues in areas of transportation, information and assistance, independent living in the home, social and recreational programs, senior centers and senior housing, but will not be limited to these issues.
- G. The Commission on Aging may, as they deem appropriate, establish special sub-committees comprised of their own members and other citizens from the community.

240.03 Composition, Terms and Vacancies.

- A. Composition. The Commission on Aging shall consist of seven voting members. Seven members, residents of the City of Waconia, shall be appointed by the City Council and may be removed by the Council. In addition, one or more representatives from each of the following local service groups, and other organizations as may be determined by the Waconia City Council, shall be invited to serve as ex-officio members:
 - Ridgeview Medical Center
 - Senior Housing Community
 - Carver County
 - Waconia City Council

- B. Terms and Vacancies. The City Council shall appoint seven members to the commission. Initial terms shall consist of three (3) three-year terms; two (2) two-year terms; and two (1) one-year term. In addition, there shall be one (1) three-year alternate term. Subsequent terms shall be three (3) years. No member shall serve more than two (2) consecutive terms, not to exceed six (6) years. Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Every appointed member shall, before entering upon the charge of his/her duties take an oath that he/she will faithfully discharge the duties of his/her office.

- C. Quorum. Four Commission members shall constitute a quorum for the transaction of business. Whenever a quorum is not present, no final or official action shall be taken at such meeting.

- D. No two members of the same household may serve on the Commission at the same time.

240.04 Organization.

- A. Election of Officers. The first meeting of each year, the Commission shall hold an organizational meeting. At this meeting, the Commission shall elect from its membership a chairperson and vice-chairperson. This shall be done by voice vote. Vice-Chairperson shall be elected from the remaining members by the same proceeding. If the Chairperson retires from the Commission before the next regular organizational meeting, the Vice-Chairperson shall be Chairperson. If both Chairperson and Vice-Chairperson retire, new officers shall be elected at the next regular meeting. If both Chairperson and Vice-Chairperson are absent from a meeting, the Commission shall elect a temporary Chairperson by voice vote.

- B. Duties of Chairperson and Vice-Chairperson. The Chairperson, or in his/her absence, the Vice-Chairperson, shall preside at meetings, appoint committees from its own membership and perform other such duties as ordered by the Commission.

The Chairperson shall conduct the meeting so as to keep it moving as rapidly and efficiently as possible and shall remind members, witnesses and petitioners to preserve order and decorum and to keep comments to the subject at hand. The Chairperson shall not move for action but may second motions.

240.05 Meetings.

- A. Procedure. Parliamentary procedure governed by Robert's Rules of Order Revised shall be followed at all regular meetings. At special work session meetings, and when appropriate, the Commission may hold group discussions not following any set parliamentary procedures except when motions are before the Commission.

Commission meetings shall follow an agenda prepared by staff.

- B. Purpose. The purpose of a meeting is to collect information and facts in order for the Commission to develop a rational senior issue recommendation for the City Council.

At Regular Meetings, the following procedures shall be followed:

1. The Chairperson shall state the topic to be heard.
 2. The Chairperson shall call upon staff to present the staff report. Required reports from each city department shall be submitted to the Commission before each topic is heard.
 3. The Chairperson shall ask the applicant to present his/her case.
 4. Interested persons may address the Commission, giving information regarding the particular proposal.
 5. Petitioners and the public are to address the Chairperson only, not staff or other commissioners.
 6. There shall be no dialogue among the Commissioners, giving information regarding the particular proposal. (The Commission members may ask questions of persons addressing the Commission in order to clarify a fact, but any statement by a member for any other purpose than to question may be ruled out of order.)
 7. After all new facts and information have been brought forth, the Commission shall discuss the item at hand and render a decision. Interested persons shall not be heard again after a decision is rendered. The Commission, if it so desires, may leave the public record open for written comments for a specified period of time.
- C. Schedule. At meetings where more than one topic is scheduled, every effort shall be made to begin each item at the time set on the agenda, but in no case may an item be called for discussion prior to the advertised time listed on the agenda.
- D. Public Record. The Commission shall keep a record of its Resolutions, transactions and findings, which record shall be a public record.
- E. Times and Place. Regular meetings of the Commission shall be held quarterly (March, June, September, and December), unless otherwise agreed to by the Chairperson, in which case, at least 72 hours notice will be given to all members.
- F. Special Meetings. Special meetings shall be held upon call by the Chairperson, or in her/his absence, the Vice-Chairperson, or any other member with the concurrence of four other members of the Commission and with at least 72 hours of notice to all members. Notice of all special meetings shall be posted on the official city bulletin board.
- G. Attendance. The Commission members shall attend not less than 70% of all regular and special meetings held during a given calendar year and shall not be absent from two consecutive meetings. Failure to meet this minimum attendance requirement will result in removal from the commission.

240.06 Miscellaneous.

- A. Commission Discussion. Matters for discussion which do not appear on the agenda may not be considered and discussed by the Commission unless, when initiated and presented by the staff and be placed at the end of the agenda. The Commission shall be governed by the Open Meeting Law.
- B. Review. At the first meeting of each year, these by-laws shall be read and adopted by the Commission on Aging.

Commission on Aging Agenda Item
Meeting of January 28, 2014

Subject:	Establish 2014 Meeting Schedule
Brief Description:	With the new year, it is time to consider the current schedule and modify if necessary. A proposed schedule is attached for consideration.
Background:	<p>City Ordinance Part 2, Chapter 240 Section 240.05 Meetings.</p> <p>E. Times and Place. Regular meetings of the Commission shall be held quarterly (March, June, September, and December), unless otherwise agreed to by the Chairperson, in which case, at least 72 hours notice will be given to all members.</p> <p>F. Special Meetings. Special meetings shall be held upon call by the Chairperson, or in her/his absence, the Vice-Chairperson, or any other member with the concurrence of four other members of the Commission and with at least 72 hours of notice to all members.</p> <p>Commission on Aging meetings are typically held the fourth Tuesday of designated months at 4:30 PM.</p>
Discussion Points:	<ul style="list-style-type: none"> • Are there holidays, school dates to consider? • Is there a need to changes days or times?
Recommended Commission on Aging Action:	<ul style="list-style-type: none"> • Approve 2014 Commission on Aging meeting calendar
Attachments:	<ul style="list-style-type: none"> • Proposed 2014 Calendar

2014 Calendar of Meetings, Events

- **Ridgeview Friends and Family Event**
8:00 AM to Noon - Safari Island Gymnasium
Saturday, March 22, 2014

- **City of Waconia Commission on Aging**
4:30 PM – Maple Conference Room
Tuesday, June 24, 2014

- **CarFit Event**
Tuesday, September 23, 2014

- **City of Waconia Commission on Aging**
4:30 PM – Maple Conference Room
Tuesday, December 16, 2014

Commission on Aging Agenda Item
Meeting of January 28, 2014

Subject:	Update Strategic Goals and Consider Next Steps
Brief Description:	The Commission will review and update the Waconia Commission on Aging Strategic Plan and determine next steps to take within plan.
Background:	<p>At its May 21, 2013 meeting, the Commission reviewed survey information gathered in late February by consultant Linda Camp along with the ongoing/long-term and 2013/14 objectives developed by the Commission's sub-committee, to develop a strategic plan.</p> <p>Commission on Aging survey information was gathered from all Carver County Commissions in late February 2013 by consultant Linda Camp. This information was shared and discussed with Commission members from all participating communities at a March 5, 2013 meeting in Cologne.</p> <p>The Waconia Commission on Aging began discussions at its April 23, 2013 meeting to determine its long term objectives and created a sub-committee tasked to identify ongoing/long-term objectives and 2013/14 objectives.</p>
Discussion Points:	<ul style="list-style-type: none"> •
Recommended Commission on Aging Action:	<ul style="list-style-type: none"> • Update Waconia Commission on Aging strategic plan and determine next steps.
Attachments:	<ul style="list-style-type: none"> • Commission on Aging Strategic Plan

Strategic Plan for Waconia – (May 22 update)

Strategic Area: Housing

Goal: Expand the housing options available for older adults to create more and better choices for cost, functionality, safety, and comfort.

Ongoing/Long Term Objectives

Description	Partners	Accountability	Status
<p>Commission members will become better informed about housing needs and preferences of those aged 50 and over in Waconia.</p> <p>Commission members will become better informed about emerging housing options and best practices throughout the U.S.</p> <p>Commission members will become better informed about the barriers and issues that impact housing choices in Waconia</p>	<p>Carver County Public Health, name of other agencies, etc.</p> <p>{possibly other Senior commissions in Carver County} Carver County Public Health</p>	<p>All Commission members</p>	

2013 -2014 Objectives & Action Steps

<p>1. Have at least two commission members attend the fall 2013 Carver County workshop on Universal Design .</p>	<p>Carver County Public Health</p>	<p>Lynn Ayers Marta Beckett</p>	
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Waconia strategic plan, continued

<p>Strategic Area: Improved Services and Amenities Goal: Create a higher quality of life in Waconia by increasing and enhancing the services and amenities that are available to meet the needs of those 50+.</p>			
<p>Ongoing/Long Term Objectives</p>			
Description	Partners	Accountability	Status
<ol style="list-style-type: none"> 1. The Commission will maintain an up-to-date Senior Resource Guide and help to promote and distribute the Guide. 2. The Commission will provide input to relevant Waconia staff and elected officials regarding downtown walkability and parking. 3. The Commission will promote and educate Waconia older adults about the programs that are available to them. 4. The Commission will monitor and evaluate the need for recreational/gathering spaces and/or facilities for older adults. 5. The Commission will hold a CarFit Event. 		<p>Jennifer Hissam All Commission members</p> <p>Tiffany Nelson</p> <p>Craig Sinclair</p> <p>All Commission members</p>	
<p>2013 -2014 Objectives</p>			
<ol style="list-style-type: none"> 1. Begin to update the Senior Resource Guide at the September Commission meeting and finalize prior to the Ridgeview Friends and Family Event in March 2014. 		<p>Jennifer Hissam</p>	

<p>2. Help to inform people about the Senior Resource Guide by creating brief “information cards” that direct people to the website link. Cards to be available for distribution by March 2014.</p> <p>3. At least two Commission members will participate in the October 17, 2013 Carver County Expo to share and gather information related to the needs of older adults in Waconia.</p> <p>4. Obtain minutes from the Downtown Task Force meetings and identify key issues and opportunities. Commission members to provide input to the Task Force on these as appropriate.</p> <p>5. CarFit Event</p>		<p>Jennifer Hissam</p> <p>Tiffany Nelson Jennifer Hissam</p> <p>Craig Sinclair</p> <p>All Commission members</p>	
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Waconia strategic plan, continued

<p>Strategic Area: Technology and Technology Literacy Goal: Create a higher quality of life in [community] by maximizing the use of available technologies for the benefit of and by those 50+.</p>			
<p>Ongoing/Long Term Objectives</p>			
Description	Partners	Accountability	Status
<p>Commission members will inform themselves about classes of interest to older adults through Community Education, the Library, and other sources.</p> <p>Commission members will maximize the use of different technologies to inform and educate Waconia residents about services, activities, and opportunities for older adults.</p> <p>Commission members will monitor and discuss current technologies that support the health of older adults and facilitate independent living.</p>		<p>All Commission members</p>	
<p>2013 -2014 Objectives</p>			
<p>1. By December 31, 2013, the Commission will host an event or program about home based technologies that support older adult health and independent living.</p>	<p>Carver County Public Health Carver County Library</p>	<p>Lenny Klevan Schmitz</p>	

Waconia strategic plan, continued

<p>Strategic Area: Opportunities for people to interact Goal: Improve overall health, quality of life, and reduce isolation of older adults in (community).</p>			
<p>Ongoing/Long Term Objectives</p>			
Description	Partners	Accountability	Status
<p>Commission members will monitor and stay informed about programs for older adults available through Waconia Parks and Recreation, Waconia Community Education Department, and through local churches.</p> <p>Commission members will promote and support formal and informal senior groups such as YAH.</p>			
<p>2013 -2014 Objectives</p>			
<ol style="list-style-type: none"> 1. Create and develop an area in the Waconia parks and recreation program guide specifically for senior activities by July 15. 2. Identify and work with a partner to create a database of volunteer opportunities with older adults by the end of the third quarter 2013. 3. Establish contacts at local churches and identify any services and/or activities the churches provide for older adults. 4. Promote the new senior meeting space and activities available through the VFW. 	<p>Young At Heart Group</p>	<p>Jan Mullen</p> <p>Jennifer Hissam</p> <p>Steve Nielsen</p> <p>Craig Sinclair Jan Mullen</p>	